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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

March 5, 1943

AGENCY ORDER NO 4

Subject: "Ordered Overtime" Work

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U. S. DEPARTMENT OF AGRICULTURE

Definition: Ordered overtime work, as distinguished from regular overtime work, is work ordered by proper authority in excess of the officially established 48-hour work week.

Purpose: Ordered overtime work, as an emergency measure, shall be invoked only to provide for temporarily increased work loads.

Authority to Require Ordered Overtime Work: Section 1 of Executive Order No. 9289, dated December 26, 1942, provides that no employee shall be required to work in excess of the officially established hours of duty (48 hours per week) except upon the order of the head of the department or agency or of such officer or employee as has been delegated specific authority to require such additional work. Secretary's Memorandum No. 1058, dated December 31, 1942, delegated this authority to the Director, Food Production Administration. On January 7, 1943, the Director delegated this authority to the Chief, Agricultural Adjustment Agency.

Final Delegation of Authority: Upon the recommendation of this office, the Director has extended this authority to Mr. John T. Whalen, Chief Personnel Officer, Agricultural Adjustment Agency.

The Chief Personnel Officer, or in his absence, or upon his inability to act, the Acting Chief Personnel Officer shall act for the Chief, Agricultural Adjustment Agency, on all requests for the exercise of authority to require ordered overtime work. No other officer or employee, either in Washington, D. C. or in the field, shall require ordered overtime work.

Scope of Authority: The authority of the Chief or the Acting Chief Personnel Officer to approve requests for the exercise of authority to require ordered overtime work shall be limited to requests covering ordered overtime work during a period of not to exceed six consecutive days, except that in the event of ordered overtime work necessary on Sundays, such authority shall extend to requests covering not to exceed four consecutive Sundays.



Requests for Exercise of Authority: Whenever a Division or Office, either in Washington, D. C. or in the field, has a need for a temporary increase in the hours of the established work week within the meaning of this Order, covering all or any part of such Division or Office, a request in writing for the exercise of authority to require ordered overtime work shall be presented to the Chief Personnel Officer through the appropriate Division.

The request shall be presented in triplicate and shall contain the following information in addition to any other special circumstances pertinent to the request:

- (1) Nature of the work to be performed; specific conditions, e.g., work deadlines, work loads, other emergencies, etc., which require the use of ordered overtime work.
- (2) Beginning and ending dates of the period within which ordered overtime work is to be performed; daily periods of ordered overtime to be worked.
- (3) Approximate number of employees affected in the Division or Office.

An appropriate space, as follows, shall be provided on the face of the memorandum for action by the Chief Personnel Officer:

"Overtime work as specified above  
is hereby ordered: . . . . ."

\_\_\_\_\_  
Chief Personnel Officer      (Date) "

In special emergencies when the time element will not permit the mailing of a complete request to Washington, D. C., a summary telegraphic request may be submitted by a State or other field office to the appropriate Regional Director. Action by the Chief Personnel Officer shall be reported to the State or other field office by telegraph. A complete request by mail must confirm any such telegraphic request.

Requests for the exercise of authority to require ordered overtime work covering a time period in excess of six consecutive days or in excess of four consecutive Sundays, may be submitted to the Chief Personnel Officer, but shall be referred by him to the Director of Personnel, Department of Agriculture, for a decision.

Ordered overtime work within the meaning of this Order, for which a request for authority has been submitted, shall not be put into effect until the requesting office has received a written or telegraphic authority from the Chief or the Acting Chief Personnel Officer.



Upon action by the Chief Personnel Officer, one copy of the request shall be returned to the originating Division or Office. One copy shall be submitted to the Chief Fiscal Officer by the Chief Personnel Officer. One copy shall be retained in the files of the Division of Personnel Management for records purposes.

Reports of Ordered Overtime: Upon the completion of a period of ordered overtime work within a pay period, properly authorized, including one or more daily periods of such ordered overtime, the office concerned will submit a report in duplicate to the Chief Personnel Officer, containing the following information for each day during which the ordered overtime work was performed:

- (1) Name, designation, grade, and per annum salary of each employee in a work status during all or any part of the ordered overtime work period.
- (2) A report of the actual number of hours of ordered overtime work performed by each employee.
- (3) A notation for each employee indicating whether he is to receive overtime compensation, or 10 percent in lieu of overtime compensation.

Each such daily report of ordered overtime work performed, under proper authority, shall be certified in duplicate by a responsible officer of the Division or Office in which the work was performed, and shall be reviewed and certified by the Chief or the Acting Chief Personnel Officer.

After review by the Chief Personnel Officer, a copy of each certified daily report shall be submitted to the Chief Fiscal Officer by the Chief Personnel Officer for payroll purposes with respect to payrolls which are normally prepared by the Control Accounts and Audit Section, Columbus, Ohio. With respect to field offices in which field payrolls are prepared, a copy of each certified daily report shall be returned to such office. A copy of each certified daily report shall be retained in the files of the Division of Personnel Management for records purposes.

Time sheets in support of the fact of ordered overtime work, properly authorized, performed by individual employees shall be retained in the files of the office in which the ordered overtime work was performed in support of the above certification by a responsible officer.

Approved Annual or Sick Leave: An employee who is in an approved annual or sick leave status during all or any part of the regular working hours of a day on which ordered overtime work, properly authorized, is performed by the organizational unit in which the employee normally serves shall not receive ordered overtime compensation for such day, unless he actually performs such ordered overtime work.



Dinner or Other Non-Work Period: In computing the total number of hours in a given day in which an employee performs ordered overtime work, properly authorized, deductions shall be made from the period of ordered overtime work for the actual time during which the employee was absent and not in a work status on account of time off for dinner, or other circumstances which take the employee out of a work status.

Fractional Parts of an Hour of Ordered Overtime: In computing the actual hours of ordered overtime work, properly authorized, performed by an employee on a given day, after deducting the period of non-work as set forth in the preceding paragraph, the period of ordered overtime shall be finally computed so as to eliminate any fractional part of an hour which is less than one quarter of an hour (15 minutes).

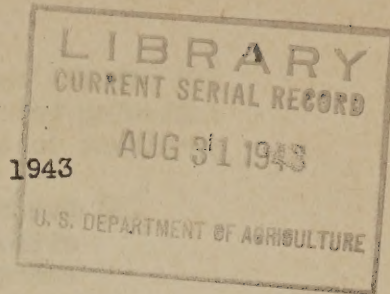
Preparation of Payrolls and Fiscal Procedures: Compliance with the terms of this Order shall provide for the current recording of ordered overtime work required by proper authority. However, payrolls shall not be stated and no compensation for ordered overtime work shall be made to any employee until such time as an appropriate fiscal procedure is established by the Chief Fiscal Officer of this Agency.



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Revised

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Agency  
Washington 25, D. C.

August 10, 1943



AGENCY ORDER NO. 4 REVISED

Subject: "Excess Overtime" Work

Definition: Excess overtime work, as distinguished from regular overtime work, is work ordered by proper authority in excess of the officially established 48-hour work week.

Purpose: Excess overtime work, as an emergency measure, shall be invoked only to provide for temporarily increased work loads.

Authority to Require Excess Overtime Work: The War Overtime Pay Regulations (8 F. R. 6149) provide (Sec. 20.9) that no overtime in excess of the administrative work week shall be ordered or approved except by an officer or employee to whom such authority has been specifically delegated.

Final Delegation of Authority: The Chief Personnel Officer, Agricultural Adjustment Agency, has been authorized to order or approve excess overtime work, and to elect to grant full-time per annum employees compensatory time off from duty without loss of pay in lieu of overtime compensation.

The Chief Personnel Officer, or in his absence, or upon his inability to act, the Acting Chief Personnel Officer shall act for the Chief, Agricultural Adjustment Agency, on all requests for the exercise of authority to require excess overtime work. No other officer or employee, either in Washington, D. C. or in the field, shall require excess overtime work to be performed.

Scope of Authority: The authority of the Chief or the Acting Chief Personnel Officer to approve requests for the exercise of authority to require excess overtime work shall be limited to requests covering excess overtime work during a period of not to exceed six consecutive days, except that in the event of excess overtime work necessary on Sundays, such authority shall extend to requests covering not to exceed four consecutive Sundays.

Requests for Exercise of Authority: Whenever a Division or Office, either in Washington, D. C. or in the field, has a need for a temporary increase in the hours of the established work week within the meaning of this Order, covering all or any part of such Division or Office, a request in writing for the exercise of authority to require excess overtime work shall be presented to the Chief Personnel Officer through the appropriate Division.



The request shall be presented in triplicate and shall contain the following information in addition to any other special circumstances pertinent to the request:

- (1) Nature of the work to be performed; specific conditions, e.g., work deadlines, work loads, other emergencies, etc., which require the use of excess overtime work.
- (2) Beginning and ending dates of the period within which excess overtime work is to be performed; daily periods of excess overtime to be worked.
- (3) Approximate number of employees affected in the Division or Office.
- (4) Recommendations of the requesting office as to the manner of compensation, i.e., overtime compensation or compensatory leave (in those cases in which compensatory leave is applicable); reasons for the recommended election.

An appropriate space, as follows, shall be provided on the face of the memorandum for action by the Chief Personnel Officer:

"Excess overtime work as specified above  
is hereby ordered:

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Chief Personnel Officer

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(Date)"

In special emergencies when the time element will not permit the mailing of a complete request to Washington, D. C., a summary telegraphic request may be submitted by a State or other field office to the appropriate Regional Director. Action by the Chief Personnel Officer shall be reported to the State or other field office by telegraph. A complete request by mail must confirm any such telegraphic request.

Requests for the exercise of authority to require excess overtime work covering a time period in excess of six consecutive days or in excess of four consecutive Sundays, may be submitted to the Chief Personnel Officer, but shall be referred by him to the Director of Personnel, Department of Agriculture, for a decision.

Excess overtime work within the meaning of this Order, for which a request for authority has been submitted, shall not be put into effect until the requesting office has received a written or telegraphic authority from the Chief or the Acting Chief Personnel Officer.

Upon action by the Chief Personnel Officer, one copy of the request shall be returned to the originating Division or Office. One copy



shall be submitted to the Chief Fiscal Officer by the Chief Personnel Officer. One copy shall be retained in the files of the Division of Personnel Management for records purposes.

Reports of Excess Overtime: Upon the completion of a period of excess overtime work within a pay period, properly authorized, including one or more daily periods of such excess overtime, the office concerned will submit a report in duplicate to the Chief Personnel Officer, containing the following information for each day during which the excess overtime work was performed:

- (1) Name, designation, grade, and per annum salary of each employee in a work status during all or any part of the excess overtime work period.
- (2) A report showing the beginning and ending hours of each daily period of excess overtime work performed by each employee, the actual number of excess overtime hours which each employee worked daily, and the total number of excess overtime hours which each employee worked during the pay period.
- (3) A confirmation of the recommended compensation method.
- (4) With respect to any report confirming a recommendation for any excess overtime compensation or additional compensation (distinguished from compensatory leave), a notation for each employee indicating whether he is to receive overtime compensation, 15 percent in lieu of overtime compensation, or additional compensation at the rate of \$300 per annum.

Each such pay period report of excess overtime work performed, under proper authority, shall be certified in duplicate by a responsible officer of the Division or Office in which the work was performed, and shall be reviewed and certified by the Chief or the Acting Chief Personnel Officer.

Time sheets in evidence of the fact of excess overtime work, properly authorized, performed by individual employees shall be retained in the files of the office in which the excess overtime work is performed in support of the above certification by a responsible officer.

After review by the Chief Personnel Office, a copy of each certified report containing approval for any excess overtime compensation or additional compensation, shall be submitted to the Chief Fiscal Officer by the Chief Personnel Officer for payroll purposes with respect to payrolls which are normally prepared by the Control Accounts and Audit Section, Columbus, Ohio. With respect to field offices in which field payrolls are prepared, a copy of each certified report



shall be returned to such office. A copy of each certified report shall be retained in the files of the Division of Personnel Management for records purposes.

Compensatory Leave: Any report of excess overtime work containing approval for the granting of any compensatory time off from duty without loss of pay in lieu of overtime compensation to full-time per annum employees shall be maintained by the Chief Personnel Officer as a record of the compensatory leave to the credit of the employee or employees involved. Divisions or Offices subsequently granting the use of any such compensatory leave by an employee shall report the leave status of the employee in the usual manner on Form AAA-257, "Daily List of Absentees," (Washington, D. C., only), and on Form AD-17 or AD-17A, "Application for Leave", with "compensatory leave" indicated in the appropriate space on each form.

Sixty (60) days after the date on which a full-time per annum employee or a group of such employees earned compensatory time off from duty without loss of pay by performing authorized excess overtime work, the Chief Personnel Officer shall notify the Division or Office to which the employee or employees are assigned, if such compensatory leave has not already been taken. If earned compensatory leave is not granted within 90-calendar days after being earned, the Chief Personnel Officer shall certify to the Chief Fiscal Officer the right of the employee or employees involved to excess overtime compensation and appropriate supplemental payrolls shall be stated in the usual manner. At that time, the accrued compensatory leave on record in the Division of Personnel Management shall be canceled on the official leave records. Excess overtime compensation to any employee pursuant to this paragraph shall be based on the rate of pay earned by the employee at the time the excess overtime work was performed. Any compensatory time off from duty without loss of pay granted pursuant to this paragraph during the administrative work week, shall be considered to be employment and shall not be construed to reduce the amount of regular overtime compensation to which an employee is entitled during such work week.

Compensatory time off from duty without loss of pay shall not be granted to intermittent employees who earn either additional compensation at the rate of \$300 per annum or at the rate of 15%, and shall not be granted to any employee to compensate him for work performed for which he is not otherwise compensated as a result of the 25% limitation, or the limitation with respect to the computation of overtime or additional compensation on so much of his earned basic compensation as is not in excess of a rate of \$2900 per annum.

Approved Annual or Sick Leave: An employee who is in an approved annual or sick leave status during all or any part of the regular working hours of a day on which excess overtime work, properly authorized, is performed by the organizational unit in which the employee normally serves shall receive neither excess overtime compensation

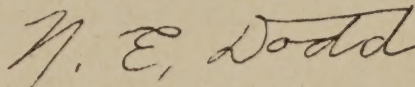


nor compensatory leave for such day, unless he actually performs such excess overtime work.

Dinner or Other Non-Work Period: In computing the total number of hours in a given day in which an employee performs excess overtime work, properly authorized, deductions shall be made from the period of excess overtime work for the actual time during which the employee was absent and not in a work status on account of time off for dinner, or other circumstances which take the employee out of a work status.

Fractional Parts of a Hour of Excess Overtime: In computing the actual hours of excess overtime work, properly authorized, performed by an employee on a given day, after deducting the period of non-work as set forth in the preceding paragraph, the period of excess overtime shall be finally computed so as to eliminate any fractional part of an hour which is less than one quarter of an hour (15 minutes).

Preparation of Payrolls and Fiscal Procedures: Compliance with the terms of this Order shall provide for the current recording of excess overtime work required by proper authority. The preparation of payrolls and the operation of related fiscal procedures affecting excess overtime compensation shall be governed by instructions issued by the Chief Fiscal Officer of this Agency.



N. E. Dodd  
Chief



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Agency  
Washington, D. C.

April 10, 1943

Agency Order No. 5

Subject: Government Requests for Occupational Deferments, and Releases for Enlistment

References: Executive Order No. 9309, March 6, 1943. (8 F.R. 2911).  
War Manpower Commission, General Order No. 7, March 10, 1943, (8 F.R. 3384).  
Secretary's Memorandum No. 877, Revision I, March 11, 1943.  
Personnel Circular No. 100 (Revision I), Supplements No. 12, 13 and 14, March 6, March 22 and April 3, 1943.  
P-Memorandum No. 330, April 2, 1943.

The attention of all officers and employees of this Agency, both in Washington, D. C., and in the field, is directed to the provisions of Executive Order No. 9309, dated March 6, 1943, governing the above subject matter. The Executive Order contains, among others, the following requirements:

- (1) No Federal employee shall initiate a request for his own deferment on occupational grounds, or advocate the making of such a request on his own behalf.
- (2) Jurisdiction of the Department of Agriculture Committee on Deferment of Government Employees, in passing upon pertinent recommendations of Administrations, Bureaus and Offices, and in presenting "Government Requests" to Local Selective Service Boards, etc., is exclusive with respect to:
  - (a) Requests for Class II-A and Class II-B occupational deferments;
  - (b) Releases for voluntary enlistment into the armed forces in an enlisted or commissioned status.

With respect to Government Requests, no officer or employee of this Agency shall address communications to any Local Selective Service Board or to any recruiting or enlisting office, on matters within the jurisdiction of the Department's Committee, as set forth above. However, at the request of a Local Board or a recruiting or enlisting office, a responsible officer of this Agency, especially field officers in situations where the facilities of the Department's Committee are not immediately available, may supply information on the occupational status or



qualifications of an employee under his supervision or control; provided, however, that the material supplied is in no sense a request or recommendation for occupational deferment, or a release for voluntary enlistment.

The Division of Personnel Management shall be responsible for the establishment and maintenance of appropriate procedures and controls with respect to the subject matter of this Agency Order. The Chief Personnel Officer shall issue instructions with respect to the preparation of requests for occupational deferments, releases for voluntary enlistment, reports on deferments, and releases, the submission of recommendations for the designation of "key positions," and the compilation of adequate statistics on the Selective Service status of male employees in designated age groups.

All DSS Forms 42, "Affidavit - Occupational Classification (General)," shall be prepared for the signature of the Chief, or the Acting Chief, Agricultural Adjustment Agency.

Subsequent to the establishment of central records on the Selective Service status of all male employees of this Agency, in designated age groups, each employee shall report immediately to his official supervisor any change in his Selective Service classification. Such information shall be immediately transmitted through proper channels to the Chief Personnel Officer.

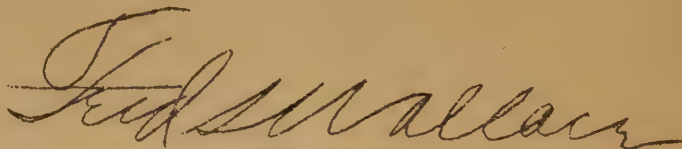
With respect to a review of recommendations for the designation of "key positions," there is hereby established in this Agency an Agricultural Adjustment Agency Selective Service Committee. The membership of this Committee shall be as follows:

Assistant Directors of Regional Divisions  
Assistant Director, Division of Special Programs

The membership of the Agricultural Adjustment Agency Selective Service Committee shall select a Chairman. The Committee shall review all recommendations for the designation of key positions in the Agency, and shall recommend to the Chief of the Agency a final listing of such positions to be presented to the Department of Agriculture Committee on Deferment of Government Employees, for submission to the War Manpower Commission in accordance with the provisions of the Executive Order and instructions to be released in the near future. The Agricultural Adjustment Agency Selective Service Committee, at the call of the Chairman, shall review other general or specific recommendations affecting or designed to affect the Selective Service status of employees of the Agency, and shall otherwise provide for standardization of policy within the Agency with respect to the subject matter of Executive Order No. 9309.



This Agency in taking any action within the scope of the Executive Order and instructions issued thereunder, shall be guided by the principles and criteria set forth therein, and shall make claim for only minimum needs, with due consideration for the manpower problems present in the general war effort, including the war food program.

A handwritten signature in cursive script, reading "Fred S. Wallace". The signature is written in dark ink and is positioned above the printed name and title.

Fred S. Wallace  
Chief







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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT AGENCY  
Washington 25, D. C.

Cop 4

August 1, 1944

AGENCY ORDER NO. 6

Subject: Delegation of Field Employment Authority

Traditionally, and based upon organic legislation, the power to employ personnel and to approve related actions has been vested in the heads of the several departments and establishments of the Federal Government. In the Act of June 26, 1930, Public No. 441, authority was made available for the delegation of this power to the field service of any executive department or establishment.

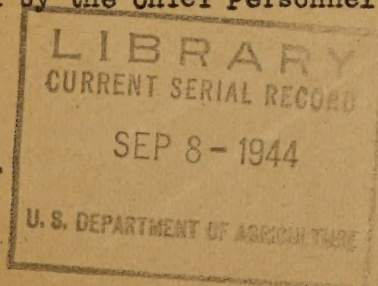
Under the authority contained in this Act, in order to further improve administrative management in the field service of the department, and to reduce delay, limited provision has been made for the decentralization of such personnel authorities.

Subject to the limitations and procedures to be prescribed in detail in subsequent instructions, the several State and other field offices of this Agency, located within the continental limits of the United States, shall operate under authorities to be specifically delegated by the Director of Personnel to designated officials in each such office. The decentralized employment authorities shall become effective on such dates as may be recommended by the Chief Personnel Officer and approved by the Director of Personnel.

The authorities to be delegated shall be exercised by designated officers (Delegates and Alternates) in each State or other field office. Such officers shall execute personnel actions over their signatures and administrative titles.

The basic guide to a field officer who is authorized to effect personnel actions under his jurisdiction shall be the knowledge that his approving signature is tantamount to the approving signature of the Secretary of Agriculture.

This Agency Order shall be incorporated in and made a part of the general instructions concerning field employment authority to be issued by the Chief Personnel Officer.



*N. E. Dodd*

Chief







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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.

December 1, 1944

AGENCY ORDER NO. 7

There is hereby established in the Agricultural Adjustment Agency a Budget Division. The Budget Division is responsible for the preparation and justification of the budget, the allocation of funds, and the maintenance of the necessary budget records.

Mr. Douglas J. Scruggs will be designated as Chief of this division. All questions concerning budgets should be referred to him for consideration.

*N. E. Dodd*

Chief

